

**Minnesota Department of
Employment & Economic Development**

**Project Title: Staff Augmentation –
Minnesota Workforce One System Re-Write
Questions & Answers**

1. The current required skills currently read:
5 or more years of Public Sector Enterprise Architecture & Design experience.
3 or more Public Sector projects involving a leadership role in performing Enterprise Architecture & Design, including business analysis, requirements gathering, enterprise architecture design.

Could the required skills be modified to read?

- 1.a. 5 or more years of Public Sector experience.
- b. 5 or more years of Architecture & Design experience.
- 2.a. 3 or more Public Sector projects involving a leadership role
- b. 3 or more projects in leadership role in performing Enterprise Architecture & Design, including business analysis, requirements gathering, enterprise architecture design.

No, the required skills cannot be modified. The skills noted in the SOW as required will be used as a pass/fail in scoring vendor candidates.

2. Is there an incumbent vendor currently providing these services to DEED?
No.
3. Please confirm that the following resource skills/experience will be graded as pass/fail requirements:

5 or more years of Public Sector Enterprise Architecture & Design experience
3 or more Public Sector projects involving a leadership role in performing Enterprise Architecture & Design, including business analysis, requirements gathering, and enterprise architecture design

The skills noted in the SOW as required will be used as a pass/fail in scoring vendor candidates.

4. Does DEED already have a candidate under consideration to perform the duties outlined in this SOW?
No.
5. The project title states that this SOW is to procure staff augmentation services, but the contract type state that work will be completed under a time and materials / deliverables

based contract. Please confirm if awarded contract will be time and materials based or deliverables base.

The contract will be time and materials. However, the resource will be required to produce work plans with clearly defined deliverables and show regular and consistent progress toward those deliverables in order to remain in good standing.

6. Please confirm whether selected vendor will be paid on an hourly basis for services provided under awarded contract, based on DEED approved resource timesheet, or if selected vendor will be paid based on completed/signed-off deliverables.

See #5.

7. SOW states that DEED team consists of 1 Project Manager, 4-5 Business Analysts, and 8-10 Developers. Please confirm whether these resources are State employees or contractors.

The Business Analysts and developers are State employees. The project manager may, or may not be a State employee.

8. Please confirm that selected vendor resource will be reporting to DEED Project Manager, and that DEED Project Manager will be directing selected vendor resource's daily work activities.

The vendor resource will provide the project manager with a work plan to accomplish the SOW deliverables, collaborate with project manager on resource requirements and provide regular updates on progress, issues, etc.It is expected the resource will be at a professional skill level where daily work activities will be self-directed.

9. Section 5, State Forms, of Response requirements states that vendors provide a Conflict of Interest Statement. Is there a template available that vendors need to sign, as in the case of required forms B thru G, or do vendors simply need to make a statement in their response certifying that there are no conflicts of interest? If there is a template, could you please provide a copy with response to vendor questions?

Please provide a paragraph stating there is no conflict of interest along with the other State forms.

10. Section 5, State Forms, of response requirements states that vendors provide a Targeted Group Preference Form. Is there a template available that vendors need to sign, as in the case of required forms B thru G, or do vendors simply need provide a copy of their targeted group certification (i.e. Minority Business Enterprise Certificate)? If there is a template, could you please provide a copy with response to vendor questions?

Just provide a copy of your targeted group certification along with the other State forms.

11. The SOW states that DEED anticipates needing selected resource from approximately July 5th, 2010 thru June 30th, 2011. Please confirm if vendors should use this timeframe as a baseline for creating their proposed work plan.

Yes.

12. Section 4, Cost, of response requirements states that vendors are to provide a total cost estimate for this assignment. What is the baseline number of hours vendors should use as a multiplier for the hourly rate?

We anticipate the hours will vary based on the vendor proposed work plan.

13. Please confirm if vendor cost proposals will be evaluated based on the hourly billing rate proposed.

Cost will be scored on hourly billing rate as it relates to total project estimated cost.

14. Please confirm that DEED will provide selected vendor resource with the necessary workspace, hardware, software, and desktop/laptop computer to perform the duties outlined in this SOW.

Yes, a workspace, hardware, software and desktop computer will be provided.

15. Please confirm if anticipated utilization for selected vendor resource will be 40 hours per week, for the life of the project (excluding DEED holidays).

We anticipate the hours will vary based on the vendor proposed work plan.

16. Will selected vendor resource be required to perform off-hours, on-call support work?

No.

17. We are a listed vendor for Web Applications Specialist - .NET/ASP. I would like to know if we can submit candidates for the Project Title: Staff Augmentation – Minnesota Workforce One System Re-Write, also the number of candidates that we can submit for this requirement.

And a similar question:

My company is approved for .NET architecture work but is not on the list as I am aware for Architecture Planning & Assessment - Information/ Data; we have the perfect resource to propose but I wanted to make sure we are not disqualified based on this detail.

Vendors **must be approved in the skill category Architecture Planning & Assessment - Information/ Data in order to respond this SOW.**

Per the OET Master Contract website:

Vendors Response to Agencies Published SOW's

*Approved vendors are responsible for accessing the OET website to review agency Statements of Work and **responding only to those categories of service that they have been approved for as published on the Office of Enterprise Technology website.** Specific instructions and evaluation/selection criteria for vendor responses will be included in the agency SOW.*

18. Would you accept subcontracted resources as an option for this engagement?

We prefer vendors submit an employee resource rather than a sub-contractor resource.